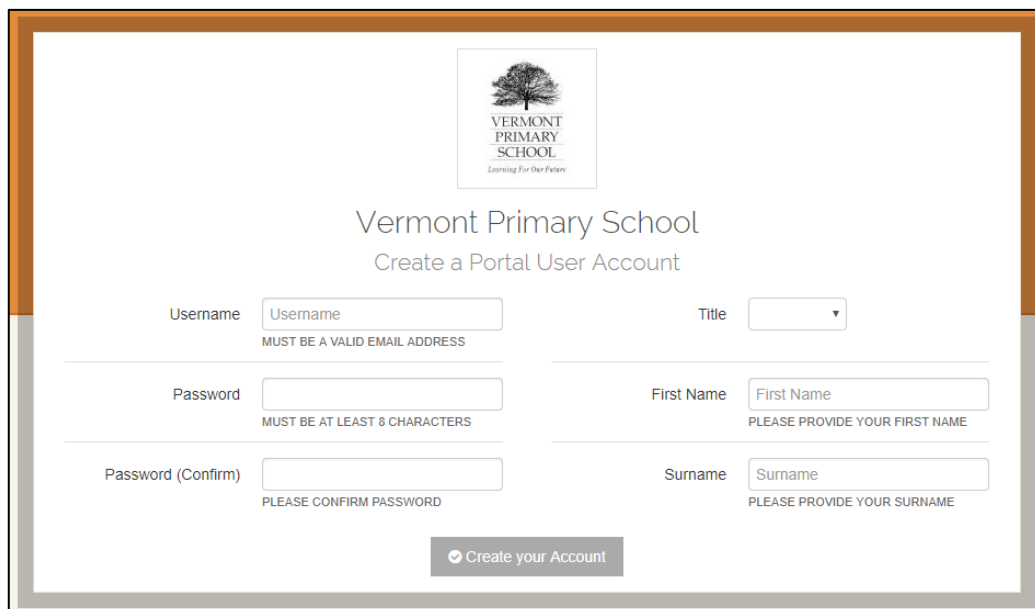


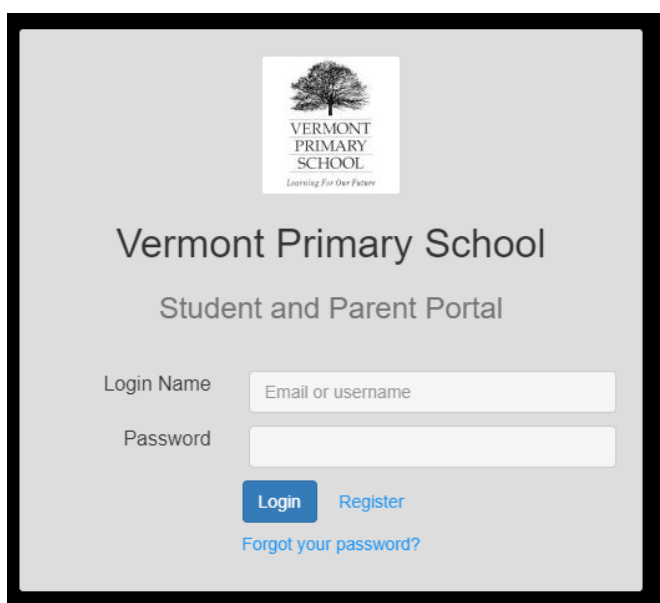
Step By Step Visual – Registering Sentral for the First Time then linking to the Parent Sentral Application.

1. Read the personalised, individual registration letter provided to you by the school.
2. Go to the website <https://sentral.vermontps.vic.edu.au/portal/register> and complete the following details:



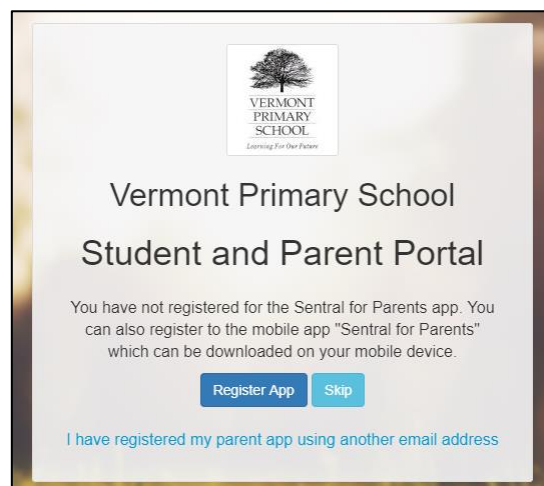
The screenshot shows the registration form for Vermont Primary School. At the top is the school logo and name. Below it, the title 'Create a Portal User Account' is centered. The form contains several input fields: 'Username' (with a note 'MUST BE A VALID EMAIL ADDRESS'), 'Title' (a dropdown menu), 'Password' (with a note 'MUST BE AT LEAST 8 CHARACTERS'), 'First Name' (with a note 'PLEASE PROVIDE YOUR FIRST NAME'), 'Password (Confirm)' (with a note 'PLEASE CONFIRM PASSWORD'), and 'Surname' (with a note 'PLEASE PROVIDE YOUR SURNAME'). A 'Create your Account' button is located at the bottom center.

3. When you click *Create Account* you will be automatically taken to the log in page:



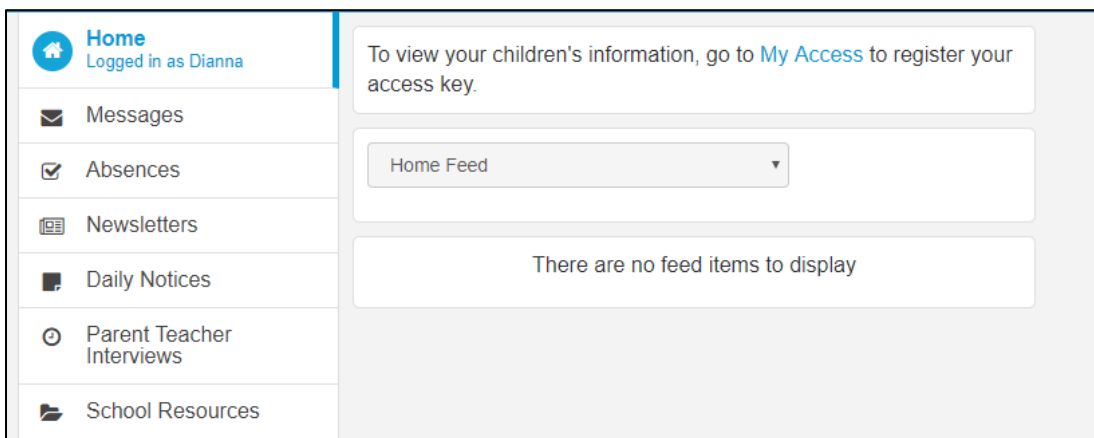
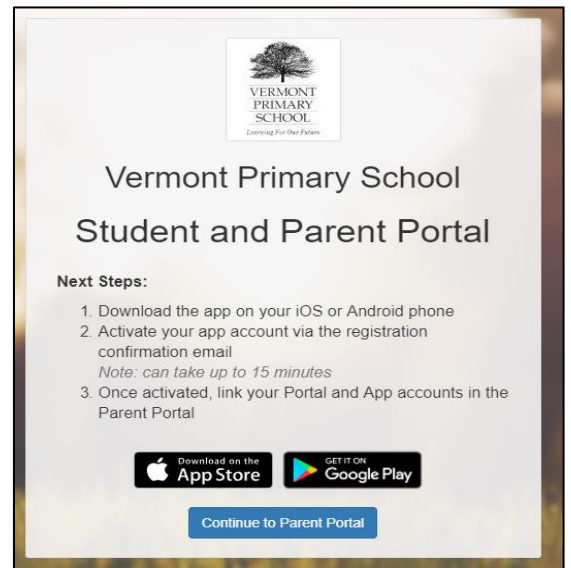
The screenshot shows the login page for Vermont Primary School. It features the school logo and name at the top. Below the logo, the text 'Vermont Primary School Student and Parent Portal' is displayed. There are two input fields: 'Login Name' (with a placeholder 'Email or username') and 'Password'. Below these fields are two buttons: 'Login' and 'Register'. A link 'Forgot your password?' is also present.

4. Log in with the username and password you selected. You will first see a message about Registering for the Sentral Parent Application
 - a. Option A - Click *Register App* (if you have not yet downloaded the parent App and registered an account)
 - b. Option B - Click *I have registered my parent App using another email address* if you have already downloaded the parent App and used a different password or email to the Sentral Account you just set up

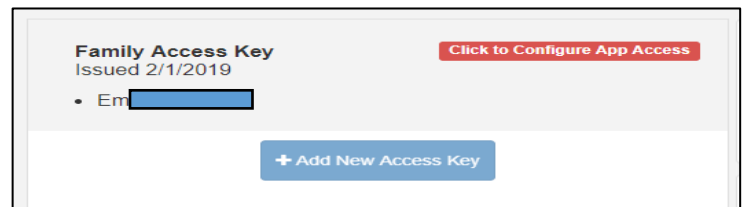
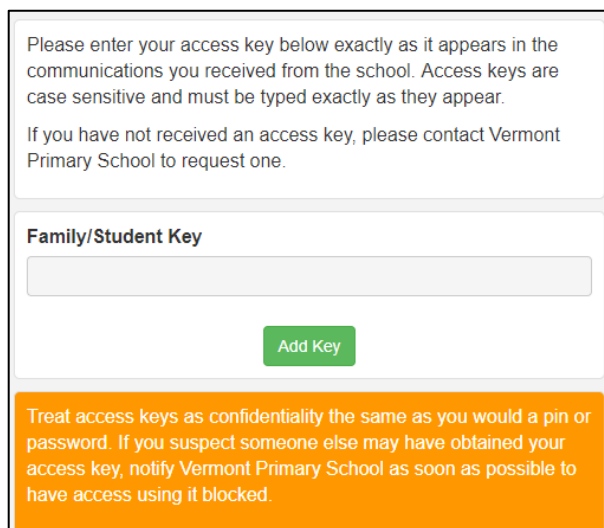
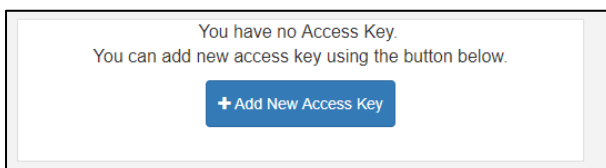


The screenshot shows a message on the Vermont Primary School 'Student and Parent Portal'. The message text reads: 'You have not registered for the Sentral for Parents app. You can also register to the mobile app "Sentral for Parents" which can be downloaded on your mobile device.' Below the message are two buttons: 'Register App' and 'Skip'. At the bottom, there is a link: 'I have registered my parent app using another email address'.

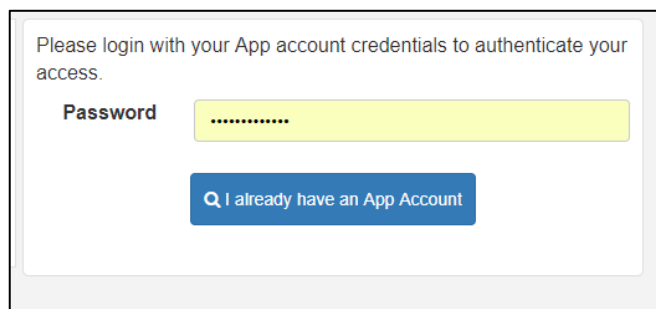
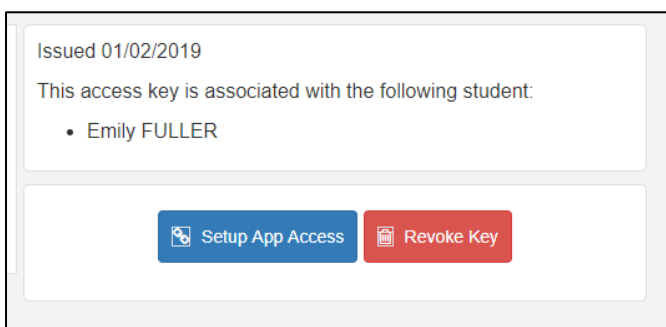
5. Continue following the prompts
 - a. Option B - follow the instructions to enter your Sentral App username and password to link the accounts (see Step 8 if required)
 - b. Option A - You will receive the following message:
 - i. Detour – keep the Sentral Website open whilst you complete the following:
 1. Download the App to your mobile device
 2. You would have been sent an email to activate your account. Click to *verify my account* to activate your account and you will receive a confirmation message
6. In Sentral click on *Continue to Parent Portal*.
7. You will view the following image. Click on *My Access*.



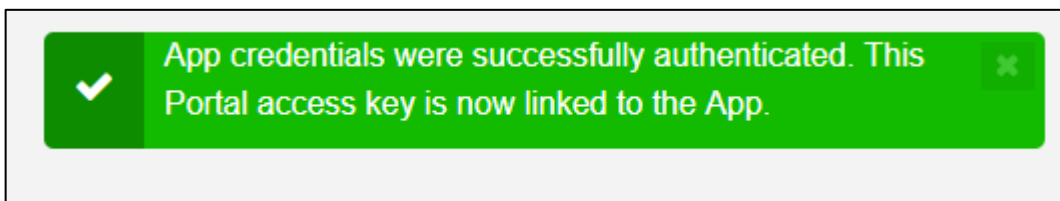
8. Click on *My Access*
 - a. Click on *Add New Access Key*
 - b. Enter your Access Key provided by the school in your registration letter.



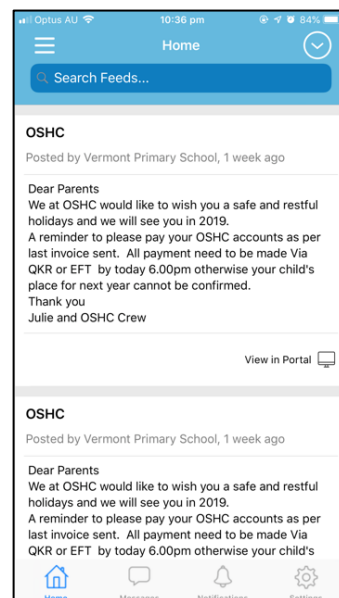
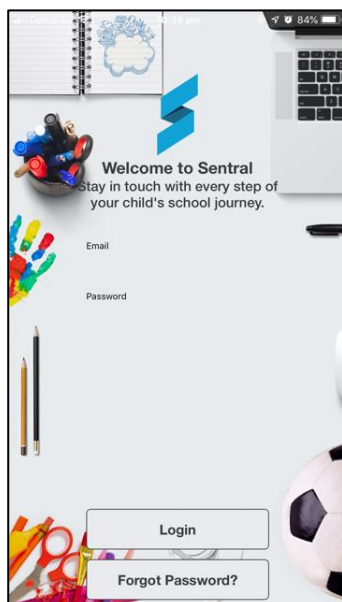
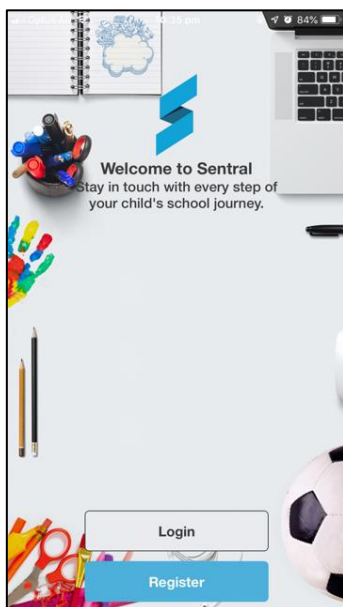
9. You are now linked to your child and will see them listed. You are ready to link your account to the Sentral Parent Application. If you followed Option B and have already linked the accounts (you would have viewed the image at step 10, then you may skip to Step 11).
 - a. Click on *Configure App Access*.
 - b. Click on *Set App Access*
 - c. Your password should be prefilled, if it is not, type in the password you used when you registered for Sentral
 - i. Sentral automatically sets your Parent App to the same username and password you used when you registered with Sentral



10. Select I already have an App Account.

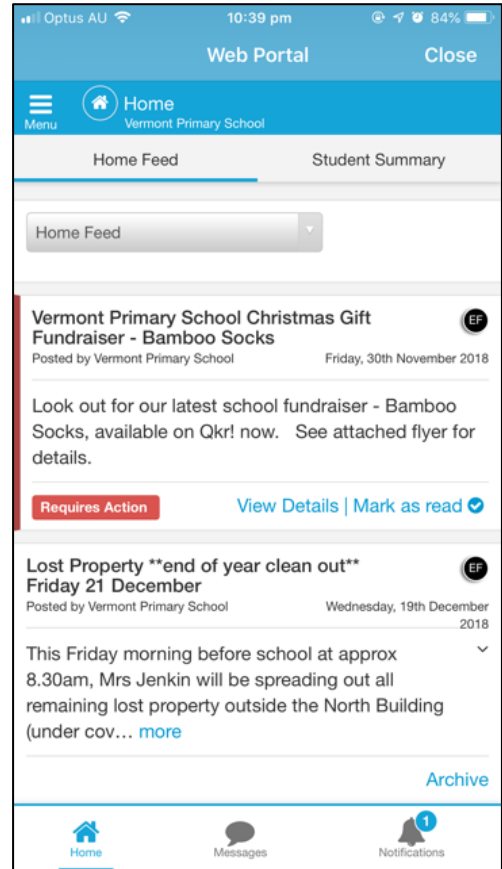
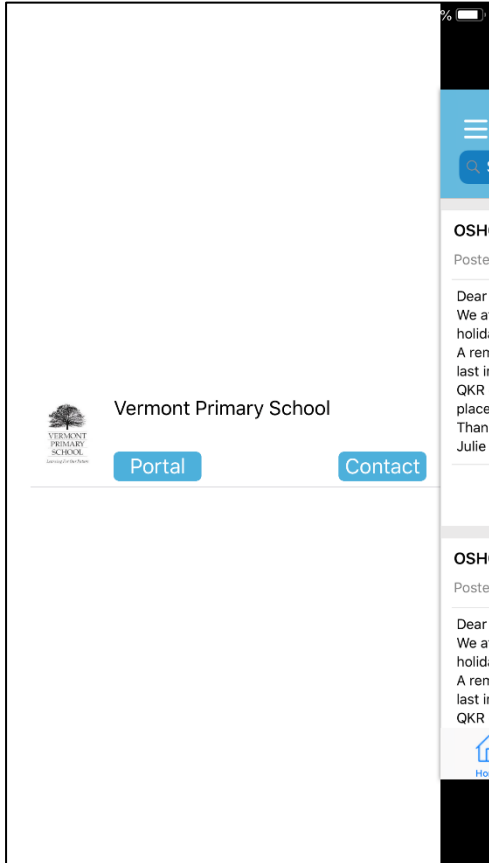


11. You have completed the process of linking the accounts together and are now ready to use the App.
 - a. Open the Parent Sentral App on your mobile device
 - b. Login with your username and password
 - i. This is the same as the username and password you selected for your Sentral Registration
 - c. You will see home screen – here you will receive notifications from the school.



12. Using the Application

- The home page is where all messages are listed
- You can access messages related to a particular child by clicking on the arrow in the top right corner and selecting a child that is listed
- The Sentral App is limited to notifying you of messages from the school – so if you are required to *Action* an item, it will automatically open the web based Parent Portal when you click on it
- You can select to view the Parent Portal by clicking on the 3 lines in the top left corner and selecting Portal



13. In the Web Portal you are able to complete many actions by selecting the menu icon - 3 lines in the top left corner:

- Entering a future absence
- Respond to an absence notification message
- Book Parent Teacher Meetings (when available)
- Access school resources and messages
- View your child's details - *click Student Summary*
 - Access your child's Semester Reports
 - View individual learning improvement plans
 - Monitor their attendance

14. A link to log into the full Sentral Service is available on the school's website. If you do not have the Application, you can access Sentral from this location, however you will need to check messages regularly as on the App can notify you when a message is received.

- <https://sentral.vermontps.vic.edu.au/portal2#!/login>

